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(65)
 (and other
 Monthly Rpts since
 May - Oct 53, op. cl.)

5 November 1953

25X1A

MEMORANDUM FOR:

SUBJECT : Report of Message Center Operations,
 1 - 31 October 1953

1. Cables Processed

(a) Tab A provides statistical data regarding cables processed during the month of October 1953. There was an increase in the number of cables of every type totaling 692 cables or 6.1% over the September volume. Word volume also increased approximately 9%.

(b) Cables briefed for, and distributed to the Director totaled 710 with a ratio of 5 incoming to 2 outgoing. This figure represents 6.3% of the total cables handled.

(c) Tab B provides a comparison between September and October figures and shows the increase in each category of cable.

(d) Tab C provides percentile statistics concerning Administrative, Operational and Intelligence traffic.

(e) Tab D provides percentile statistics breaking down traffic by Division, Staff or Office.

(f) During the month, 116 cables were suspended to DD/I resulting in the following action being taken:

Added distribution to DD/I	41
Preliminary Disseminations	38
Teletype Disseminations to OCI, ONE & State	13
Memorandum Dissemination to DD/I	11

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Disapproved for DD/I by Foreign Division 13
Referred to Mr. [] to force action 1
(later disseminated)

2. Personnel

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(a) We gained 3 personnel during October against a loss of 2 who were transferred to DD/P Foreign Divisions for overseas assignments. Our net gain was one badly needed secretary, Miss [] who entered on duty 23 October. She has proven to be an exceptionally neat and rapid typist and should help us improve the general appearance of our briefs. We lost [] from this position in June and since that time we have been forced to draw extra help from our Typing Staff, few of whom are experienced with electromatic typewriters.

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(b) We have 8 vacancies outstanding offset by 10 EOD actions for personnel who have full clearance and who are being called to duty. They should be arriving within two weeks and with our margin of 2 extra we are hopeful of reaching full strength by mid-November.

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(c) [] left for two weeks leave on 23 October and upon his return he will report to his new assignment in FE. However, he assures us he will be available should a need for his services arise.

(d) Attached as Tab E are the biographical sketches of Cable Secretariat Officers which were promised in previous reports.

3. Vital Documents and Emergency Planning

(a) At the invitation of the General Services Office, I visited the Agency's Vital Document Repository []. The Cable Secretariat has no material on deposit there and the purpose of the trip was to learn first-hand information concerning the Vital Documents Program and to observe the facilities available. I have advised the Chief, General Services, that the Cable Secretary anticipates no requirement for the facilities visited, and that our vital

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(b) On 22 October I represented the Cable Secretary at a conference between Communications and General Services called for the purpose of establishing joint Signal Center-Cable Secretariat requirements for supplies and equipment should it be necessary to evacuate our present quarters and resume our

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Plan, Cable Secretariat interests are integrated with those of the Signal Center, and it was agreed that our requirements for typewriters, ditto machines, microfilm readers and other expendable supplies should be registered with [redacted] 12th

ILLEGIB 25X1 Commanding Officer at [redacted] by authority of a memorandum from [redacted] This memorandum has been coordinated with us and is being forwarded through Chief, General Services to [redacted]. This arrangement almost completes our Emergency Planning. Our Emergency Force Staff has been briefed and is ready; all vital documents considered necessary for resuming operations are in storage in the Signal Center at [redacted]

25X1A We are ill-prepared in one respect. We are relying on FI/RI's microfilm of identity cards. After inspecting the facilities, it was obvious that one film shared by RI and ourselves would not be adequate since neither of us has an established right to first call on one of three available microfilm readers. Accordingly I have arranged with [redacted] Chief of RI, to photograph our cards in the same manner as they have their own. We will then store the film with our vital documents, replacing it each time the file is brought up to date. [redacted]

25X1A memorandum requisitions a microfilm reader for our exclusive use. Both of these items are vital and necessary for comprehension of the cable material we would be handling in an emergency.

4. General

(a) Our restricted area is now guarded by an electrical dial lock. This device operates by a dial identical to those on telephones. A three digit key number is known to all members of our Staff and the lock releases when the correct number is dialed. Key numbers are changed at frequent intervals by simple manipulation of toggle switches. This ingenious little device saves

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us several hundred interruptions each day, improves the physical security of the restricted area and permits us to bolt all entrances other than through the Cable Secretary's office which is also bolted at night.

(b) A revised T/O for the Cable Secretariat together with justification and covering memorandum to Assistant Director (Personnel) was prepared for your signature during the month.

(c) I have reported to you verbally the difficulty we are experiencing in arriving at a workable solution to the question of definitions on sensitive cards which we use in briefs and breakouts. The background of this problem and details of the action we have taken to continue briefing and breakout service while searching for an acceptable solution is too voluminous to be included in this report. I shall try to summarize the background by separate memorandum and present the problem to you for consideration as to the best means of establishing official sanction for what we need. My concern is that you be fully informed of all aspects of the present situation in order that you may protect yourself if necessary in instances where your instruction to us is in seeming conflict with other authority.

[Redacted Signature Box]

Executive Officer

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Attachments

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MONTHLY TRAFFIC FIGURES

October 1953

TYPE	TOTAL CABLES	TOTAL COPIES ISSUED	AVG. NO. OF COPIES ISSUED
IN Cables	5,744	86,617	15.0
IN Sensitive and Top Secret Cables	1,378	8,634	6.2
OUT Cables	3,148	43,934	13.9
OUT Sensitive and Top Secret Cables	684	4,459	6.5
Preliminary Dissem	313	7,199	23.0
TOTAL	11,267	150,843	
PREVIOUS MONTH	10,575	144,477	
INCREASE	692	6,366	

Cables selected and routed to the Director:

AUGUST 921

SEPTEMBER 671

OCTOBER 710

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TYPE	SEPTEMBER	OCTOBER	INCREASE OR DECREASE
IN Cables	5,478	5,744	-/ 266
IN Sensitive and Top Secret Cables	1,295	1,378	-/ 83
IN TOTAL	6,773	7,122	NET -/ 349
OUT Cables	3,019	3,148	-/ 129
OUT Sensitive and Top Secret Cables	509	684	-/ 175
OUT TOTAL	3,528	3,832	-/ 304
IN and OUT TOTAL	10,301	10,954	NET -/ 653
PDS	274	313	-/ 39
OVERALL TOTALS	10,575	11,267	NET -/ 692

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Percentile statistics separating traffic, on an Agency-wide basis, into the three categories of Operational, Administrative and Intelligence for the month of October 1953:

	INCOMING	OUTGOING
Operational	72.8	69
Administrative	21.1	25.3
Intelligence	6.1	5.7

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Percentile statistics separating traffic, on a Divisional basis, into the three categories of Operational, Administrative and Intelligence for the month of October 1953:

	EE	FE	NE	SE	WE	WH	SR
Outgoing Operational	24.6	27.1	11.9	9.5	19.3	5.5	2.1
Outgoing Administrative	20.6	41.6	13.3	9.0	10.2	4.1	1.2
Outgoing Intelligence	20.4	29.4	13.8	24.1	9.9	2.4	-----
Incoming Operational	30.4	29.3	8.8	9.1	16.6	4.7	1.1
Incoming Administrative	20.2	45.4	10.4	6.3	8.4	8.4	0.9
Incoming Intelligence	12.9	38.6	16.0	20.6	9.0	2.7	0.2

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Percentile statistics on traffic exchanged with the overseas geographic areas represented by the various Foreign Area Divisions:

	EE	FE	NE	SE	WE	WH	SR
Total traffic, IN and OUT	25.8	32.4	10.4	9.5	15.1	5.5	1.3
Total traffic, OUT	23.4	31.0	12.4	10.2	16.5	4.9	1.6
Traffic, OUT, Non-sensitive	22.4	31.8	12.8	9.2	16.7	5.2	1.9
Total, OUT, Sensitive and TS	30.0	24.4	9.8	17.0	15.4	2.9	0.5
Total Traffic, IN	27.2	33.4	9.5	9.2	14.3	5.4	1.0
Traffic, IN, Non-sensitive	27.1	34.2	9.4	8.2	14.2	5.7	1.2
Traffic, IN, Sensitive and TS	28.0	28.0	10.3	14.5	15.4	3.8	-----

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Percentile statistics showing assignment of action on incoming cables or confirmation on outgoing cables by organizational component. (Those components receiving less than one percentile of the total are ignored in this compilation.)

COMPONENT	<u>OUTGOING</u>	<u>INCOMING</u>
EE	15.5	20.5
FE	24.9	28.4
NE	9.2	6.6
SE	10.0	10.0
WE	11.2	5.7
WH	3.8	8.0
SR	6.2	4.3
PP/IOD	2.4	1.5
TSS	1.4	2.0
COMMO	4.4	4.6
FD	2.3	3.3
FI/STD	-----	1.1
PERS	1.1	-----
LO/TD	1.7	-----
OCI	1.5	-----

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